

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 4 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PS-0029		3. EFFECTIVE DATE See Box 16C		4. REQUISITION/PURCHASE REQUISITION NUMBER		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY General Services Administration Travel Acquisition Support Division 1800 F St., N.W. 3rd Floor Washington, D.C. 20405		7. ADMINISTERED BY (If other than Item 6) See Block 6		CODE			
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Concur Technologies, Inc. 601 108th Ave NE Suite 1000 Bellevue WA 98004				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
						9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-33F-Y0026	
						10B. DATED (SEE ITEM 13) 06/04/2012	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) NO COST							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Bilateral, FAR 52.212-4 (c) Contract Terms and Conditions—Commercial Items						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification PS-0029 to contract GS-33F-Y0026 is hereby issued to modify the background investigation process for ETS2 Contractors and their subcontractors. The following sections of the contract will be modified: Section C.6.1.6.1 Mandatory Requirements and Attachment 4 - Background Investigation Process for ETS2 Contractors and their Subcontractors. See Continuation Pages 2-4 for further details.							
15A. NAME AND TITLE OF SIGNER (Type or print) Jamie Kiser, Vice President				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Samuel Barksdale, Contracting Officer			
15B. CONTRACTOR/OFFEROR (b) (6)		15C. DATE SIGNED 12/12/2017		16B. UNITED STATES OF AMERICA SAMUEL BARKSDALE (Signature of Contracting Officer)		16C. DATE SIGNED	

Previous edition unusable

Block 14 continued

1. Section C.6.1.6.1(2) is hereby modified as follows:

FROM:

Based on the Privacy Act and GSA Order CIP P2181.1-HSPD-12, "Personal Identity Verification and Credentialing Handbook," the physical site where the hardware resides shall be secured as a General Support System in accordance with NIST 800-18-Rev.1 (or latest), "Guide for Developing Security Plans for Federal Information Technology Systems," and the CIO P 2100.1F, "GSA Information Technology (IT) Security Policy," and shall be staffed by an appropriate mix of National Agency Check with Inquiries and Credit (NACIC) and MBI investigations for staff and supervisory personnel. The guidelines for the levels are based on HSPD-12 and GSA background check requirements. The Contractor shall be responsible for the cost of personnel background checks, including subcontractor(s)/teaming partner(s). The background checks shall follow GSA procedures and the Contractor shall submit the package through the ETS2 PMO as directed;

TO:

Based on the Privacy Act and GSA Order CIO P 2181.1-HSPD-12, "Personal Identity Verification and Credentialing Handbook," the physical site where the hardware resides shall be secured as a General Support System in accordance with NIST 800-18-Rev.1 (or latest), "Guide for Developing Security Plans for Federal Information Technology Systems," and the CIO P 2100.1F, "GSA Information Technology (IT) Security Policy," and shall be staffed by an appropriate mix of National Agency Check with Inquiries (NACI or equivalent Tier 1) and Moderate Risk Background Investigation (MBI or equivalent Tier 2S) investigations for staff and supervisory personnel. The guidelines for the levels are based on HSPD-12 and GSA background check requirements. Unless otherwise directed, GSA shall assume responsibility for the cost of Contractor personnel background checks, including subcontractor(s)/teaming partner(s). At GSA's discretion, the contractor may be required to resume payment for background checks as directed by GSA. If so, the Government shall provide written notification to the Contractor at least fourteen (14) calendar days in advance and the contractor shall resume payment for the contractor personnel background checks and subcontractor(s) teaming partners. The background checks shall follow GSA procedures and the Contractor shall submit the package through the ETS2 PMO as directed;

2. Attachment 4 – Background Investigation (BI) Process for ETS Contractors and their Subcontractors to Section C – Statement of Work is hereby modified to delete the existing language in its entirety and replace with the following language:

The Background Investigation (BI) process shall be followed for all contractors and subcontractors within the accreditation boundary. The BI process for all of the contractors and subcontractors outside of the accreditation must either comply with the BI process as described within this document or a contractor defined and ETS2

PMO approved commercially equivalent BI process. Regardless of which BI process is selected, all contractors and subcontractors/teaming partners must adhere to a BI process.

Personnel Background Investigation Requirements

The contractor will require access to Government sensitive information and/or access to Government information systems. All contractor personnel with access to data or systems within the accreditation boundary must successfully complete, at a minimum, a National Agency Check with Written Inquiries (NACI or equivalent Tier 1) in accordance with Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, M-11-11 and as specified in GSA CIO Order 2100.1K and GSA Directive 9732.1D Suitability and Personnel Security for background investigations to provide services under this contract. The required background investigations for administrative (low risk) personnel shall be a minimum of a Tier 1(T1) – formerly - National Agency Check with Written Inquiries (NACI) – and for technical staff and personnel who handle Personal Identifiable Information (PII) or government sensitive information shall be a Tier 2 (T2S) – formerly Moderate Risk Background Investigation (MBI) – background investigation. The COR shall identify all individuals who require system accounts and verify that they have successfully completed the required background investigations prior to providing them access to Government sensitive information or information systems.

Incorporated by reference is the Contractor Background Processing Procedures, Version 2, dated August 2, 2017, containing specific instructions on the background investigation processing procedures. Updates to these procedures will be posted to the Concur site where Requesting Official Contractor Employee Approval List (ROCAL) and Contractor Information Worksheets (CIWs) are processed and tracked. Concur is responsible for ensuring that it is adhering to current procedures and using current forms.

Protection of Government Information

The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of this contract. The Contractor shall implement procedures that ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of sensitive government information, data, and/or equipment. The Contractor's procedures shall be

consistent with Government and GSA policies, including GSA Order 2100.1K, Information Technology Security Policy, OMB Circular A-130, Management of Federal Information Resources, OMB M-06-16, OMB M-07-16, HSPD12, and the Privacy Act to the extent required by and consistent with Section C. In addition, during all activities and operations on Government premises the Contractor shall comply with the procedures, policies, rules, and regulations governing the conduct of personnel or protection of Government facilities and data as expressed by GSA, written or oral.

As applicable, Contractor personnel requiring access to the Requesting Official Contractor Approval List (ROCAL) and GSA FAS networks shall possess a gsa.gov email address and GSA HSPD-12 Managed Service Office (MSO), Personal Identity Verification (PIV) Credential and shall take the Annual GSA IT Security Awareness Training.

3. The direct Points of Contact (POC) responsible for this modification are:

- Contract Specialist: Mary Moran, (QMACB). Telephone: (703) 216-6418, Email: mary.moran@gsa.gov
- Contracting Officer: Samuel Barksdale, (QMACB). Telephone: (703) 328-6476, Email: samuel.barksdale@gsa.gov

4. This modification is issued at no cost to either party. All other terms and conditions shall remain unchanged.